

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 67-35.E

Subject:

DATE: 07-22-80

Sunset Review:

OUTSIDE EMPLOYMENT, TEACHING, WRITING,
LECTURING AND SPEECHMAKING

1. PURPOSE. This directive defines the policy and procedure for approval of outside employment of any FLETC employee.
2. SCOPE. This directive applies to all Center employees desiring to engage in outside employment, whether it be with or without compensation. It does not include instances in which the employee acts as a Center representative as provided in FD 40-03.A.
3. REFERENCES.
 - a. Department of the Treasury Minimum Standards of Conduct, Sections 0.735-38 and 0.735-39.
 - b. FD 40-03.A, Public Speaking Engagements and Appearances by Staff Personnel, date March 12, 1979.
4. DISCUSSION. The Department of the Treasury in its Minimum Standards of Conduct provides guidelines for allowing its employees to engage in outside employment with the appropriate approval. The policy and procedures for approving outside employment have been adapted in this directive to meet the needs of the FLETC. However, all Center employees are required to be familiar with the contents of the Minimum Standards of Conduct referenced in paragraph 3 and adhere to its provisions.
5. POLICY. Employees will not engage in any outside employment without prior written consent by the appropriate approving official, nor any employment which:
 - a. Interferes with the performance of official duties,
 - b. Might bring discredit on or cause unfavorable and justifiable criticism of the Center or the Department of Treasury, or

c. Might result in a conflict of interest with official duties and responsibilities.

6. PROCEDURE. Any employee desiring to engage in outside employment must submit a written request through normal supervisory channels to the appropriate Assistant Director. Each addressee in the channel will forward a recommendation to approve or disapprove with the request to the Assistant Director who will have final authority for approval or disapproval.

Before engaging in a private capacity in teaching, writing, lecturing, or speechmaking that relates to Treasury Department or Center business or that depends on information obtained as a result of Government employment, employees must obtain written approval. Requests for approval will be submitted in writing through normal supervisory channels to the Deputy Director. Intermediate addressees will forward a recommendation for approval or disapproval with the request to the Deputy Director who will make the final decision.

7. RESPONSIBILITIES. All supervisors are responsible to assure that no employee engages in outside employment without the appropriate approval. Any employee engaging in outside employment must make clear that he/she does not represent the Department of Treasury or the FLETC in an official capacity.

8. OFFICE OF PRIMARY INTEREST. Office of the Director.

A. F. Brandstatter
Director